

# Michigan Historical Center Foundation

## Minutes

May 17, 2007, Board Meeting  
Lansing, MI

**Present:** John Axe (via teleconference), Mickey Briggs, Nancy Danhof, Patrice Merritt, Doug Roberts, Joe Schwarz, Bus Spaniola, Ed Surovell, Jon Walton, Jim Wardlaw, Sandra Clark (Director, Michigan Historical Center), Patricia Clark (Development Director, Michigan Historical Center Foundation), Carol Payne (Development Administrator, Michigan Historical Center Foundation), Phil Kwiatkowski (MHC, Museum Director), and Chris Dancisak (MHC, Marketing and Public Relations).

Patrice Merritt, on behalf of Board Chair Deb Muchmore, called the meeting to order at 10:15 a.m., and welcomed the members of the Board. Patrice extended a special welcome to new Board member Ed Surovell.

### Business Meeting

Approval of Minutes: Motion was made by Mickey Briggs to accept the minutes of the March 22, 2007, Board meeting as presented. The motion was supported by Bus Spaniola and carried unanimously.

Financial Report: Treasurer Randy Ragsdale reported on the March and April monthly financial reports describing the comparison of the two and highlighting the total assets of \$751,865. The National City sweep account currently yields 4.7%.

Nancy Danhof addressed the project analysis reporting previously requested of the Foundation staff. Patricia Clark explained the handout prepared for future use by the three Foundation staff members. Nancy clarified that only Pat's time spent on raising dollars for projects should be taken into consideration, thereby reporting only her time spent and dollars raised as a result of that time. Pat will provide a completed report at the next meeting including only the director's time.

Jon Walton made a motion to accept the financial report as submitted. The motion was supported by Nancy Danhof and unanimously carried.

Nominating Committee: John Axe provided a copy of the resume of George Meyer and recommended him for nomination to the Board. There was discussion on the roles of new Board members to fill the needs of the Foundation. Mr. Meyer is a lawyer in Bloomfield Hills who has an interest in history and has the largest folk art collection in Michigan. He also owns the largest cane collection in the country. Motion was made by John Axe to nominate George Meyer to the Board of the Michigan Historical Center Foundation. The motion was supported by Randy Ragsdale and unanimously carried.

Mr. Axe requested suggestions from the Board for future candidates. The resume of Board candidate Joel Stone was submitted by Mary Lou Zieve. Discussion ensued on the nomination of Joel Stone and future candidates. Mr. Axe has scheduled a breakfast meeting with Mr. Stone in two weeks. Pending nomination was tabled for further discussion at the July Board meeting.

Finance Policy & Procedure Committee: Doug Roberts reported that the three recommendations for policy change made at the March meeting have been implemented:

- all checks over \$5,000 require three signatures that include the MHCF Board Chair and the MHCF Director.
- no electronic signatures be allowed on checks.
- the MHCF checkbook be balanced monthly.

Pat Clark reported that the last two policies have always been in place but that signatures for all checks over \$5,000 has been added to the Foundation's procedures.

Nancy Danhof made a motion to formally adopt these policies as recommended by the Finance Policy & Procedure Committee at the March 22, 2007, Board meeting. The motion was supported by Randy Ragsdale and carried unanimously.

#### Information Agenda:

Development Office Update: Pat Clark provided the Board with a report on the Foundation's development office.

A \$25,000 pledge has been secured for the Leavenworth project, a donation of photographs to the Archives of Michigan, with the initial payment of \$5,000 received. An additional pledge of \$10,000 has also been committed.

Notice was received that the MACCA matching grant will be paid in full for the Tourism RoadMap. A grant to the Frey Foundation is also being submitted for matching dollars.

Approximately 50% of the funds needed for the Walter Tavern–Hewitt House match have been raised.

Negotiations with the Blackbaud Corporation relative to the interfacing and integration of Financial Edge and Raiser's Edge has been very successful. Accounts Payable software has been received at no cost to the Foundation and the consulting costs have been reduced by 50%. The Foundation staff will work with Blackbaud and the Department of Information Technology to further reduce the cost of process.

The Gift Appeal was mailed the week of May 7<sup>th</sup> to approximately 1,100 potential donors with \$1,200 in contributions received to date. The 2006-2007 goal is short \$27,956. The 2006-2007 Board Appeal is approximately \$11,800 short of its \$15,000 goal. Approximately 1,600 additional appeal letters will be sent next week to prospects, which will aid in cleaning up the database. Patrice addressed the board appeal and requested that each board member fulfill their obligation to support the Foundation.

The Jingle Ball will be held on Saturday, November 17<sup>th</sup>. Sponsorships of \$18,000 have been received with an additional \$12,000 committed. The sponsorship goal is \$50,000. The Board was provided with sponsorship packets. Each Board member was asked to secure one sponsor, join the Host Committee and assist in selling tickets to the event. In addition, they were asked to consider a nomination for Odyssey teacher awards. A nomination application was included in their sponsorship packets. Paul Drake was recognized for the sponsorship from General Motors Corporation.

The Board was provided with a supply of notecards to send personal thank you notes to donors over \$500, which is part of the procedure for the new donor acknowledgment program.

The Foundation is hosting a historical evening with the Tigers on Tuesday, June 12<sup>th</sup> in a suite at Comerica Park for the Detroit vs Milwaukee game. Detroit is currently in first place in the American League and Milwaukee is currently in first place in the National League. The suite was generously donated by Marketing Resource Group, Inc., and includes food and beverages. The cost of the tickets is \$500 per person with a total of 18 tickets for sale.

The Board was invited to attend the Governor Awards on May 24, 2007, at 9:30 a.m., in the Rotunda of the State Capitol Building.

Michigan Historical Center Update: Sandra Clark returned from the American Association of Museums conference where she advised Phil Kwiatkowski was one of five recognized as a peer reviewer for museum accreditation.

Phil and Jim are working on a project with Dean Transportation to develop a bus tour program for the Center. They are considering two pilot programs with Hartwick Pines and Walker Tavern to develop an experience rather than just a tour. This would include day, overnight and multi-day trips.

Sandra shared the status of obtaining a new storage facility to house the Record Center, Archives and Museum Collections. A facility on Grand River Avenue has been rented with approval of a lease slated for June.

A special thank you was extended to Jon Walton for obtaining funding for the Sanilac Petroglyphs.

Sandra further discussed the Leavenworth project, which includes photos of the State Capitol Building. The collection was in danger and by the end of the month will be housed in the Center for preservation.

The Elbinger Collection consists of 20<sup>th</sup> Century images and will be part of a special exhibit at the Center before being permanently stored in the State Archives.

The Board was invited to attend an event on May 30, 2007, commemorating the 100<sup>th</sup> anniversary of President Theodore Roosevelt's visit to Lansing, with a reenactment by acclaimed local actor/director John Peakes on May 31<sup>st</sup> at the State Capitol.

Sandra announced the celebration of the Mackinac Bridge anniversary that includes a special article in the *Michigan History* magazine. In addition, State Archivist Mark Harvey, along with the Museum Store and the Foundation, have partnered to create Mackinac Bridge playing cards with the names of the ironworkers which will sell at the event and in the Museum store.

Friends of Michigan History: Bus Spaniola announced that the Friends/Foundation Agreement had been finalized. In addition, an affiliate agreement with Walker Tavern is being completed and funds held by the Friends will be transferred to Walker Tavern. The Friends are working on expanding its membership base. They are partnering with a Civil War reenactors group to solicit new members. The Friends will be donating funds for their event in August and will establish a booth to promote the Friends. In addition, the Friends have authorized \$4,000 to support the deer hunting exhibit.

Phil Kwiatkowski invited the members of the Board to a viewing of the artifacts for the new deer hunting exhibit which focuses on the history of deer hunting from the 1860s to the present.

A motion was made, supported and unanimously carried to adjourn the Board meeting.

Respectfully submitted,

Carol A. Payne, Recording Secretary  
On behalf of Patrice Merritt, Board Secretary